



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 10/11/18	<u>Interviewer:</u> Caitlin McGrane	RFA #18-76
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Professor, [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED], Professor [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--------------------------------------------------------|-------------------------------------------------------|---------------------------------------------|-------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input checked="" type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
10/1/18	[REDACTED] called the EO office to set up an appointment	[REDACTED] called the EO office to set up an appointment. [REDACTED] indicated she would prefer to meet with CM, as she knows SGS through working on a number of search committees. [REDACTED] was told that CM was out of the office until Monday October 8, 2018. HC scheduled a meeting with CM and [REDACTED] on 10/9
	[REDACTED] rescheduled appointment with CM	[REDACTED] contacted EO and re-scheduled meeting for 10/11
10/11/18	CM met with [REDACTED] at the EO office	CM met with [REDACTED] at the EO office. [REDACTED] described difficulties she was experiencing with [REDACTED], a fellow professor in the [REDACTED] department. [REDACTED] described working with [REDACTED] on two separate search committees, and being interrupted, told she was incorrect, and not allowed to speak by [REDACTED] described it as though he was trying to take over the meeting, and indicated two females expressed discomfort with [REDACTED] behavior towards [REDACTED].

		<p>██████████ indicated that at another search meeting ██████████ was really rude to her and attacked her opinion even though she was the expert on this particular topic. ██████████ described ██████████ as disrespectfully shutting her off from talking and shutting off her ability to participate in the meeting. ██████████ indicated a female came up to her afterwards and expressed discomfort with how she was treated by ██████████.</p> <p>██████████ indicated she serves as the ██████████, which is a position of authority. ██████████ said ██████████ and she met regarding the Center and he expressed to her dissatisfaction with the way the center was being run. ██████████ said that during their meeting, ██████████ became visibly angry, red faced, and raised his voice. ██████████ said ██████████ said "why does it always have to be so difficult between us." ██████████ described ██████████ coming to her office angry and shaking his hand at her.</p> <p>██████████ described ██████████ as a generally disagreeable person. When CM asked ██████████ if ██████████ had said or done anything specific which led her to believe that this behavior was based specifically on her gender, ██████████ did not have any specific examples. Given that, CM suggested that working with HR and her department chair, who is new: ██████████ - to address the way she feels she has been treated by ██████████, as anger and disrespect are not acceptable ways to treat a colleague.</p> <p>██████████ indicated she was planning on speaking with HR and with the department chair, and she appreciated CM meeting with her. ██████████ indicated she had not been entirely sure which office was the appropriate one to bring her concern. CM indicated that working with HR and the Department chair would likely be the most helpful, however, CM indicated if she did not receive the help she was looking for, to come back to EO.</p> <p>██████████ indicated she was concerned about retaliation from ██████████ and asked if a record of her coming in to meet with EO would be made. CM explained what an RFA log was.</p> <p>██████████ thanked CM and indicated she would be speaking with HR.</p>
10/23/18	CM phone call to ██████████	CM phone call to ██████████ - no answer, CM left a VM asking ██████████ to call back.
10/23/18	██████████ phone call to CM	<p>██████████ called CM back. CM informed ██████████ that an RFA had been created detailing the concerns she shared with the EO office and that EO had suggested she meet with HR and her department Chair. CM asked if ██████████ had gotten the help she was seeking from HR or her chair. ██████████ indicated she had not yet reached out to HR or her department chair as she was uncertain about how she would like to proceed. ██████████ indicated that as it stands now, she feels the situation is manageable and something she can handle. ██████████ indicated that if things were to get worse, she would likely reach out to HR or her chair- but at this point, she is worried that if she reaches out, things could possibly get worse. CM suggested ██████████ meet with a member of her union to seek guidance. CM confirmed that ██████████ was not expecting any action from EO at this time. CM reminded ██████████ that she can always reach out to EO in the future with concerns.</p>
